# Getting Started in ERM – Employer User QRG

## Getting Started in ERM – Employer Users

Use the *Getting Started in ERM – Employer User Quick Reference Guide (QRG)* to aid in logging into and setting up the Employer Reporting and Maintenance (ERM) application.

**Getting Started in ERM Topics Covered:**
**→ Logging in for the First Time (All Users)**
**→ Information for the Initial User from Each Submission Unit**

### *Logging into the ERM Application for the First Time*

The ERM website is located at https://inprs.in.gov/erm/faces/login.jspx. When logging into the ERM application for the first time, you are required to create a new password and verify your contact information.


**Figure 1: *Login* Screen**

### Creating a Password

To create a password in the ERM application:

1. Access the ERM application.
2. Enter your User Name into the **User Name** field, and then enter the temporary password you received via email into the **Password** field on the *Login* screen (Figure 1).
3. Click the **Login** button. You will be prompted to create a new password.
4. Enter a new password into the **New Password** field on the screen (Figure 2) and then confirm the password by re-typing it into the **Confirm Password** field.
5. Select a security question from the list of questions in the drop-down menu associated with the **Security Question** field (Figure 2).

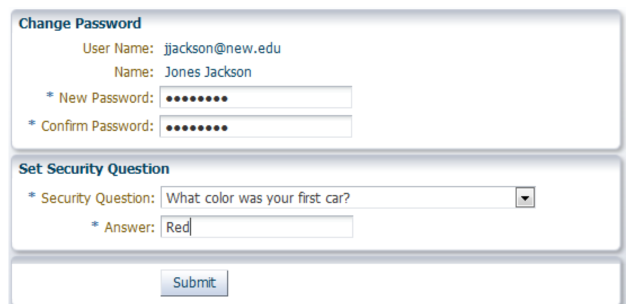


**Figure 2: *Change Password* Screen**

**NOTE: Be sure to choose a security question/answer you will remember. If you forget your password, you are required to answer the security question you selected.**

6. Enter the answer to your security question into the **Answer** field.
7. Click the **Submit** button.

**NOTE: The new password:**

- **Cannot be the same as the User ID.**
- **Must contain between 8 and 50 characters.**
- **Must contain 3 of the following attributes:**
  1. **Upper case letters**
  2. **Lower case letters**
  3. **Numeric characters**
  4. **Spaces**
  5. **Special characters**
- **Cannot be the same password that has been used within the last 24 passwords for the account.**

### Information for the Initial User of the ERM Application from Each Submission Unit

Before you, or individuals from your Submission Unit, can begin using the ERM application, you'll need to certify that information contained within the ERM application is correct. You will also need to ensure that payroll dates and bank accounts are set up and data for any additional Users is entered as soon as possible.

### Certifying Information

Once you access ERM, a one-time data certification screen appears. If you are the initial user for multiple Submission Units, then you must certify the data for each Submission Unit.



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## *Adding Users, Setting Up Bank Accounts, and Confirming Payroll Dates*

To add a new Employer User:

1. Click the arrow to the left of “Administration” in the Navigation Menu. Select “Users” from the drop-down menu.
2. Locate the contact you wish to identify as an Employer User in the Submission Unit Contacts table and then click the *Create User* hyperlink next to the contact’s name. Before someone can be identified as an Employer User, he or she must be added as a Submission Unit contact through the Manage Submission Unit section of the ERM application.
3. Add security roles using the shuttle window (Figure 3). Click the right-facing arrow to move the selected security role(s) to the right side of the shuttle window.
4. Click the **Save** button.


**Figure 3: Add User Pop-Up Box**

**NOTE: Employer Users cannot assign themselves security roles. If only one user exists for a Submission Unit, all security roles will be automatically assigned. If multiple users exist for a Submission Unit, only the Security Administrator role will be automatically assigned to each user. Users must coordinate with each other to assign proper security roles to one another.**

To set up a bank account:

1. Click the arrow to the left of “Employer” in the Navigation Menu. Then select the arrow to the left of “Submission Unit” in the Navigation Menu. Next, select “Manage Submission Unit” from the drop-down menu.
2. Select the Submission Unit you are adding the bank account for by clicking on it in the Submission Units grid.
3. Click the Payment Admin tab on the *Manage Submission Unit* screen.
4. Click the **Add Bank Account** button.
5. Complete the required fields in the Add Bank Account pop-up box (Figure 4) and then click the **Save** button.

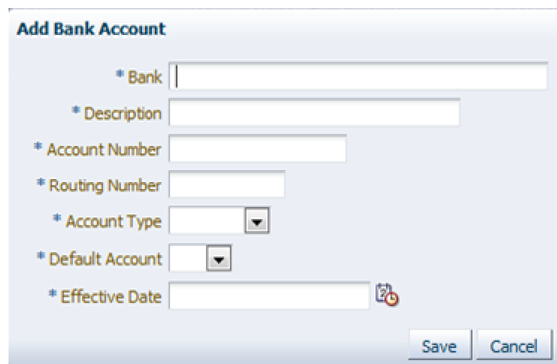


**Figure 4: Add Bank Account Pop-Up Box**

**NOTE: Submission Unit bank accounts must be set up well in advance of the first ERM wage and contribution submission, as it may take up to 10 business days to authenticate bank account information. If you are a user for multiple Submission Units, then you must set up bank accounts for each Submission Unit separately.**

To enter or confirm payroll dates:

1. Click the Wage and Contribution tab on the *Manage Submission Unit* screen.
2. Click the *Create Payroll Calendar* hyperlink.
3. Complete the fields in the Define Payroll Calendar pop-up box (Figure 5).
4. Click the **Save** button.

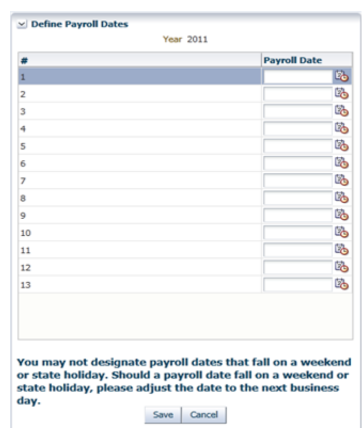


**Figure 5: Define Payroll Date Pop-Up Box**

**NOTE: If you are a user for multiple Submission Units, you must confirm payroll dates for each Submission Unit separately.**

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